

# VACANCY ANNOUNCEMENT

**SOLICITATION NUMBER:** USAID/Jordan-EXO-13-009

**OPEN TO:** All interested candidates

**POSITION:** Project Management Specialist  
Office of Economic Growth

**OPENING DATE:** April 04, 2013

**CLOSING DATE:** April 17, 2013

**WORK HOURS:** 40 hours/week

**SALARY:** ((JD17,542 – JD28,943)  
Position Grade Level 11

**PLACE OF PERFORMANCE:** Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Specialist position for the Office of Economic Growth (EG). This is a Personal Services Contract (PSC) position, grade FSN-11. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. The qualified selected candidate may be employed at a trainee level until reaching the position's full performance level.

Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no other qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-11 level. USAID/Jordan may select more than one candidate with this solicitation.

## **Basic Function:**

Reporting to the Deputy Director in the Office of Economic Growth (EG), the incumbent serves as a Project Management Specialist, s/he leads the design and management of fiscal reform, competitiveness, enterprise development, poverty alleviation, workforce development, and local economic development activities under the Development Objective (DO) –Broad-based, Inclusive economic Development Accelerated.

The incumbent will routinely represent the United States Government (USG) at high level functions and provides policy advice and recommendations to government officials that are consistent with USG foreign policy and assistance priorities.

## **Major Responsibilities:**

### **Project Management**

The incumbent will manage a portfolio of EG activities that aim to increase competitiveness, promote enterprise development, alleviate poverty, support workforce development, and promote local economic development in the Aqaba region of Jordan. The incumbent works in close coordination with the Government of Jordan (GOJ), donors, other USG partners, non-governmental organizations (NGOs), and other stakeholders to accomplish USG goals and objectives in the above described technical areas. S/he represents the USG at high level functions related to her areas of technical expertise.

In his/her capacity as a program manager, the incumbent is responsible for reviewing, analyzing and approving sub-project proposals; inspecting and reporting on USAID projects financed by the Office of Economic Growth in Jordan; conducting periodic field inspection trips to monitor contractor and grantee adherence to contract and grant terms, progress of projects, quality of work, and source and origin of equipment on site; meeting with contractor, grantee, and owner representatives to discuss and resolve issues; explaining USAID regulations and requirements to implementing partners; and providing technical advice to contractors, grantees and clients including advice on Jordanian laws and regulations.

The incumbent reviews periodic reports submitted by contractors and grantees on all assigned projects and comments on completeness, accuracy, problems and recommendations. S/he also reviews periodic billings for reasonableness and advises appropriate USAID offices regarding certification of these billings

In his/her capacity as a program manager, the incumbent will contribute to the completion of required monitoring and evaluation efforts relevant to the USAID/Jordan EG Office. This includes design and monitoring of performance monitoring plans; completion of data quality assessments and portfolio reviews; and the provision of information needed to complete relevant sections of annual agency performance plans and reports; and supervision and implementation of internal evaluations or mid-term project/program reviews.

### **Professional Liaison**

The incumbent develops and maintains a broad range of contacts, including Ministers, Commissioners, Secretary Generals, Directors of NGOs, Chambers of Commerce, business associations, corporate leaders, and the leadership of other donor agencies. The incumbent uses these contacts to assure regular communication on policy and project management issues. These contacts will also be used to promote USAID development strategy and obtain information about existing or planned policies and/or projects relevant to USAID's development program.

In addition to more general responsibilities, the incumbent will represent USAID/Jordan at donor coordination meetings led by the Ministry of Planning and International Cooperation for poverty alleviation and microfinance. In this capacity, the incumbent

contributes to the development and review of joint strategies, group discussions about best practices, and planning and coordination in support of sector development.

The Senior Private Sector Specialist is expected to respond flexibly and capably to a wide range of work-related requirements. This includes, but is not limited to, responding to congressional inquiries, Washington policy and operational requests, supporting VIP visits and carrying out ad-hoc assignments as dictated by unforeseen operational requirements at the discretion of USAID/Jordan Senior Management in Amman.

### **Project/Program Development**

The incumbent will provide high quality leadership and guidance in each of the technical areas defined above and will lead efforts to design and implement high quality projects to increase economic growth in Jordan. The incumbent is responsible for the design of new fiscal reform, competitiveness, enterprise development, poverty, and local economic development and workforce development programs in the Office of Economic Growth. In designing programs, s/he coordinate and consults with Ministers, Secretary Generals, Chairmen, Board Members, Directors of NGOs, senior and mid-level government officials and private sector leaders to ascertain host government and private sector priorities and objectives.

The incumbent identifies issues and sectorial constraints which may affect the design or development of USAID projects. The incumbent oversees project design efforts; prepares concept papers, project approval documents, scopes of work, and other procurement-related documentation; leads technical evaluation committees; and provides written recommendations regarding contractor selection. S/he works with the contractor to develop and approve work plans, process modifications, waivers and other paperwork to ensure smooth start-up and day-to-day functioning.

### **Benefits and Allowances:**

As a matter of policy, and as appropriate, a Foreign Service Personal Service Contract holder is normally authorized the following benefits and allowances:

- Transportation & Miscellaneous Allowances
- 13<sup>th</sup> & 14<sup>th</sup> Month Bonuses
- Jordanian Social Security
- Mission Provident Fund Program
- Medical Insurance (Employee & Family)
- Life Insurance (Employee only)

### **Minimum Qualification Criteria:**

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants must address each criterion with specific and comprehensive information supporting each item. If the application submission fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

#### Qualification Criteria:

1. A Master's degree in Business Administration, Public Administration, Finance, Banking, Economics, International Development, or Public Policy is required. **Supporting documentation (i.e. a copy of Master's degree certificate) must be included in the application for eligibility purposes.**
2. Six years of professional experience demonstrating progressive responsibility in managing or implementing economic growth programs, three years should be directly related to implementing complex economic growth related programs.
3. Level IV in both written and spoken English and Arabic is required. At Level IV an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host country language into precise and correct English, and English into the applicable foreign language. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance attaches to proper word meaning. English proficiency will be tested. A score of 785 on the TOEIC exam (Listening & Reading components only) or 590 is for the TOEFL ITP exam or 96 for the TOEFL iBT are acceptable. Examination scores have to have been recorded within the last six months; or the candidate will be tested again.

#### 1. Skills & Abilities:

- a) Must have demonstrated excellent interpersonal, negotiating, representational, public speaking, and presentation skills.
- b) Must have demonstrated excellent program design and management skills.
- c) Must have demonstrated a diverse and extensive range of contacts with senior level officials of the Jordanian Government, the private sector, and other donor agencies.
- d) Must have demonstrated excellent professional writing skills.
- e) Must have demonstrated the ability to put together clear and concise program budgets.
- f) Must have demonstrated strong computer skills in specialized software, including Windows 2003, the Microsoft Office Suite, word processing and spreadsheets. Must have demonstrated knowledge in searching the internet.
- g) Must have demonstrated excellent knowledge of programs related to budget development and project monitoring.

#### Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be given an English test. Applicants with passing marks will be given a technical test. The technical test will be on any of the criteria previously mentioned and top-ranked applicants will be invited for an interview. Testing and interviewing will be conducted in Amman, Jordan. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Current internal

Mission employees must have completed 52 weeks of employment in their current position before being eligible to apply. Current internal Mission employees serving a probationary period are not eligible to apply.

Interested applicants for this position should submit the below listed forms electronically to: Email: [usaidemployment@state.gov](mailto:usaidemployment@state.gov)

- A. Complete Universal Application for Employment (DS-0174); plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:  
[http://jordan.usembassy.gov/job\\_opportunities.html](http://jordan.usembassy.gov/job_opportunities.html)

**Point of Contact:**

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.